Start College Now Processes & Deadlines

New *and* returning Start College Now students will need to complete the following requirements every semester they plan on taking classes through the Start College Now program at Fox Valley Technical College. If questions arise at any time, students are encouraged to contact the Start College Now team at FVTC by phone at 920-225-5900 or by e-mail at startcollegenow@fvtc.edu.

Process:

1. Visit our website at www.fvtc.edu/startcollegenow.
2. Complete the Start College Now Interest form online. *FVTC will process the form and send a welcome e-mail to the e-mail address provided within two business days. This welcome e-mail will include your FVTC student id number, instructions for creating or resetting a password and logging into Blackboard, and Start College Now contact information. If this e-mail is not received after two business days, please check your junk/spam folder.*
3. Access the Start College Now Course Guide in Step 3 on the website or in Step 2 – Selecting Classes, on Blackboard. Meet with your high school counselor to select courses from this guide. **Courses must be selected from the Start College Now Course Guide. All other courses will be denied.**
4. Log into Blackboard and start with *Step 1* along the left-hand column of the page.
   o Complete *Am I Ready to Take a College Course?* online quiz.
5. Move to *Step 2* in Blackboard.
   o Finalize course selections from Start College Now Course Guide with High School counselor.
   o Verify that pre-requisites for selected courses have been (or will be) met, referencing the Start College Now Course Guide.
6. Move to *Step 3* in Blackboard.
   o Print Start College Now application. Complete and submit form to your high school by March 1st for fall classes or October 1st for spring classes.
7. Your high school will tentatively approve your Start College Now application (pending final school board approval) and forward the form to FVTC by April 1st for fall classes or November 1st for spring classes.
8. After the approved Start College Now application is received by FVTC, an e-mail will be sent out to you with the enrollment information and a to-do list (if applicable). *If taking an EMT-Basic or Nursing Assistant class, please refer to additional requirements listed in the welcome email and on Blackboard. All requirements must be completed before registering for class(es).*
9. Browse through the *Resources* section in Blackboard and contact the Start College Now staff with any questions/concerns you may have.
10. An e-mail will be sent out with designated enrollment dates. Students will be expected to stop in or call Enrollment Services during the designated enrollment period to enroll into class(es). If the student is familiar with the online registration process they are welcome to complete enrollment via their MyFVTC account. Late enrollments will not be accepted, so please be sure to check e-mail regularly and adhere to all deadlines.

<u>Testing:</u>

1. Accuplacer or ACT scores at a certain threshold (this can differ per course) are required if a student is taking a class that lists these scores as a pre-requisite.
    a. If a student is scheduled to take the **ACT** in the summer, the student will be allowed to register in fall classes prior to submitting scores. After the ACT is taken, the student must submit scores to Fox Valley Technical College. These scores can be submitted in the form of a copy of the score sheet (students do <u>not</u> need to order an official score sheet from the ACT website) or a high school transcript if scores are listed.
    b. If student is not taking the ACT, then Accuplacer scores must be submitted before registering in classes that require these scores. Students can register for an Accuplacer by contacting Enrollment Services at (920) 735-5645.
    c. High School GPA of 2.75 or higher will also waive test scores requirements. This GPA has to be cumulative to include at least one semester of junior year; sophomore GPA will not satisfy this requirement. If a student meets this criteria they must submit a High School transcript.
    d. Failure to submit scores or meet score requirements will result in removal from all classes with score requirements.
2. Bennett Mechanical scores must be submitted before a student can register in any automotive class that lists these scores as a pre-requisite. Students can register for a Bennett Mechanical assessment by contacting Enrollment Services at (920) 735-5645.

Deadlines:

The items below are requirements that must be completed as a part of the Start College Now process, as well as the deadline that each item must be completed by. Any requirements submitted after the deadline may prevent a student from participating in Start College Now.

To be completed by:	Requirement	Fall Deadline	Spring Deadline
Student	Submit Start College Now Interest Form (online)	March 15th	October 15th
Student	Submit completed Start College Now application to high school	March 1st	October 1st
High School Counselor	Return Start College Now application (with school board approval) to FVTC	April 1st	November 1st
FVTC Staff	Send informational e-mails to students (with to-do list, if applicable)	Between April 15th and April 30th	Between November 5th and November 15th
Student	Complete *Am I Ready to Take a College Course?* in Blackboard	May 1st	November 15th
Student	Submit admission application for Nursing Assistant or EMT-Basic program and complete all admission requirements (if applicable)	By Open Registration Date (date varies, communicated via email to student)	By Open Registration Date (date varies, communicated via email to student)
Student	Call or stop into FVTC Enrollment Services during designated open registration period	Early May	Mid-November
Student	Submit ACT scores to FVTC (if applicable)	August 1st	December 20th
Student	Submit Accuplacer and/or Bennett Mechanical scores to FVTC (if applicable)	Before registering in classes	Before registering in classes
Student	Submit high school transcripts with 2.75 or higher GPA to satisfy test score requirements (if applicable)	Before registering in classes	Before registering in classes
Student	Submit high school transcripts with final grades to FVTC (if applicable)	August 1st	January 5th

Q. What is the difference between MyFVTC and Blackboard?
A. MyFVTC is an online account where a student will add/drop classes, apply for admission, add or update contact information, and access their class schedule. Blackboard is Fox Valley Technical College's web-based learning environment used to deliver online courses by posting course materials, class discussions, assignments, and assessments on the web.

Q. Can I enroll in classes that are not approved on my Start College Now application?
A. You can enroll in classes that are not approved by FVTC and/or your high school; however, these classes will not be covered under the Start College Now program, so you will be responsible for full payment of tuition and materials (i.e. uniform, textbooks). You also must meet all pre-requisites listed for the class, just as you would for a Start College Now class.

Q. Why was my class denied by Fox Valley Technical College?
A. Your class was most likely denied by FVTC because it was not listed in the Start College Now Course Guide or if it is not being offered in the term it was requested. Classes taken for Start College Now must be selected from this guide. The Start College Now Course Guide is designed with the success of our students in mind and the courses offered are hand-picked by each department.

Q. Why was my class denied by my high school?
A. There are several reasons that a high school may deny a class – please check with your high school counselor to see why your class was denied.

Q. After I registered in classes, I received a bill in the mail. Am I required to pay?
A. You do not need to pay for a course as long as it was approved by FVTC and your high school. If you enrolled in a course that was *not* approved by FVTC and/or your high school, you will be responsible for tuition and fees for that particular course.

Q. What is a pre-requisite? What is a co-requisite?
A. A pre-requisite is a requirement that must be completed <u>before</u> you can enroll in a class. A co-requisite is a requirement that must be completed at the same time as (or, in some cases, prior to) the class you're enrolling in.

Q. Am I guaranteed to get into the class(es) I have been approved to take?
A. No – Unfortunately, class sizes are limited and class times/offerings will vary, which may affect the ability of Start College Now students to enroll. In the event that space is not available or a student's preferred course(s) cannot be conveniently scheduled, the student is encouraged to list alternative courses on the application so that the school board is able to determine the acceptability of those courses when reviewing the application.

Q. How do I get my textbooks?
A. The FVTC Bookstore uses a textbook voucher system. Each high school processes the textbook vouchers a bit differently, so please check with your high school counselor before purchasing textbooks.